UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training
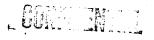
DATE: 14 April 1967

FROM : Chief, Career Training Program

SUBJECT: Weekly Activities Report #15

A. SIGNIFICANT ITEMS

In November and December 1966 we appeared to be heading into serious problems in CTP operations. The input of applicant files was running substantially under FY 1966 levels; withdrawals and declinations by applicants were abnormally high; and the average time required to process a case from application to final clearance was trending upward to five or six months. These trends were reported and a number of meetings followed in which corrective measures were discussed and agreed. The offices concerned with recruitment, processing and Program administration took actions which have helped greatly during the past quarter to bring about a number of significant improvements, as follows:

1. The number of applicant files received increased sharply in January and has continued to rise steadily (see attached chart). In summary, we received 468 files during January - March 1967, as compared with a total of 341 for the six months preceding. If this trend continues we will equal or surpass in '67 the FY '66 total.

2. Applicant withdrawals and declines totalled 199 during July-December '66, an average of 33 per month. In January - March '67 the number was 54, a monthly average of 18. This latter figure must be viewed with some caution since the decline figure normally rises during the job-decision months of May and June, but it is clear that a definitely favorable trend has developed.

3. The CTP Staff has cut in half the time required for initial review, evaluation and processing of applicant files from date of receipt to initiation of clearance action. A random sampling of 50 cases in '66 showed an average elapsed time of 21 calendar days. Last month that average time had dropped to 10 days.

4. We are receiving field security clearances faster now than last year. In January we reported that a random sampling of 50 cases, spread over calendar year 1966, showed an average time from CTP initiation to completion of field investigation of 103 calendar days, ranging from 58 to more than 140 days. To update the analysis we have done two additional samplings as follows:

     a. 45 cases in which field investigations were completed in CY '66;

     b. 50 cases completed during the past quarter, in CY '67.

Time required is shown in the following table:

Full Field Clearance Received in	Completed in CY '66	Completed in CY '67
30-39 days	0	1
40-49	1	3
50-59	3	11
60-69	1	5
70-79	14	21
80-89	7	5
90-99	7	2
100-109	6	1
110-119	2	0
120-129	0	0
130-139	1	0
Over 140	3	1
	45	50

It is clear that significant progress is being made in speeding up security investigations, with 41 (80%) of the '67 cases completed in 79 days, or less, as compared with 19 (40%) of the CY '66 sample.

5. We have just about completed the transition from the former two-trip arrangement to the one-trip 3-day schedule. It will be necessary to continue two-trip scheduling for a few candidates whose circumstances require it, but the trend is reflected in the following appointment schedule:

Appointment for Week of	One-Day Trip	Two-Day Trip	Three-Day Trip
20 February	2	8	0
27 February	1	5	4
6 March	3	7	6
13 March	3	3	11
20 March	4	4	7
27 March	1	2	9
3 April	4	0	11
10 April	4	0	12
17 April	0	0	12
24 April	0	1	12
1 May	0	0	13
8 May	0	0	10
15 May	0	0	12

6.   Medical processing has presented no problems or delays during the past quarter.

CT Applicant Files
Received

_____ FY '66

_____ FY '67

Monthly Av. 94.6,
FY '66

Monthly Av. 89.9,
(through March)
FY '67

Total Files, FY '66
   1136
Total, July '66
   Mar '67, 809

July   Aug   Sept   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   June

CONFIDENTIAL

190

180

158

147

150

131
125

120

102

90

80

70

90

73

60

56   59   56

48

41

36

30

0

87

110

118

98

July   Aug   Sept   Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   June